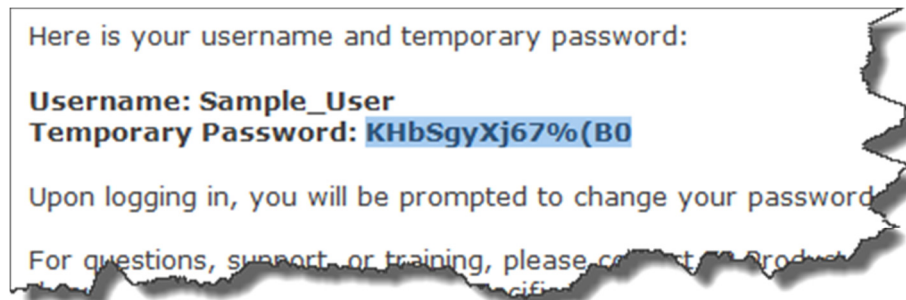# Tips for New VPO Users

## Logging in with a Temporary Password

When a new VPO user account is created, or when an existing user's password is reset, a randomly-generated Temporary Password is sent to the user's primary email address.

To log in to VPO with a Temporary Password, Copy and Paste the password from the email into the Password field on the VPO Login page as follows:

1.  In the email you received, highlight the Temporary Password by holding down your mouse button, while moving the cursor across it.  Be sure that no empty spaces are highlighted before or after the password.

> Here is your username and temporary password:
>
> **Username: Sample_User**
> **Temporary Password: KHbSgyXj67%(B0**
>
> Upon logging in, you will be prompted to change your password
>
> For questions, support, or training, please c...

2.  Copy the Temporary Password:

FOR PC USERS:
Press Control + C to copy
FOR MAC USERS:
Press Apple + C to copy

3.  Click in the **Password** field on the VPO Login page.

4.  Paste the Temporary Password:

FOR PC USERS:
Press Control + V to paste
FOR MAC USERS:
Press Apple + V to paste

5.  Click in the **Username** field on the VPO Login page, and type in the Username from the email you received.

6.  Click the **Login** button to enter VPO.  Note:  Upon successful login, you will be prompted to change your Temporary Password to a password known only by you.

## Changing Your Password

After logging in to VPO with a Temporary Password, the screen below will appear.*



Perform the following steps to change your password:

1.  Copy and Paste your Temporary Password into the **Current Password** field.

2.  Type in a new password into the **New Password** field, following the guidelines displayed above.

3.  Re-Type the new password into the **Confirm New Password** field, and click **Save**.

The new password is valid immediately after you change it. The next time you login, use the new password.

*Note:  You can also change your password from within VPO by clicking on **My Options**, then clicking **Change Password**.

# E-mail Notifications

You can set up Notifications for multiple areas in VPO.  When specific actions occur, such as a document being posted or deleted, you will be notified via e-mail.

To set up notifications for Documents, perform the following steps:

1.  After logging in to VPO, click on **My Options**.

2.  Click on **My Notifications**.

3.  Verify that the e-mail address in the **Primary Email** field is correct.

4. Click the **Documents** tab.

5.  In the **Shows** area, select the Show(s) you want to be notified about.

6.  In the **Document Types** area, select the Document(s) you want to be notified.

7.  In the **Subscription Types** area, select the Action(s) you want to be notified about.

8.  In the **Deliver** area, select **Immediately** to be notified immediately, or **Schedule At** to specify a day and time to be notified.


# More Information

There is a User Manual available on the VPO Home Page for your reference, as well as links to Frequently Asked Questions and other support documents.  Training is available upon request. Please call Product Support if you have any questions, or if you would like to schedule training.

Thank you for using Entertainment Partners VPO.  We are confident that you will enjoy your VPO experience.